

**AN ORDINANCE amending the 1993
Salary Ordinance, AND declaring
a new position "CONFIDENTIAL",**

WHEREAS, due to reorganization, there is a need for a Community Development Projects Administrator and a Community Development Specialist in the Division of Community & Economic Development;

WHEREAS, the Community Development Projects Administrator and the Community Development Specialist positions are necessary to administer two major federal grant programs;

WHEREAS, position descriptions have been revised and re-evaluated for the Community & Economic Development Housing and Neighborhood Development Services Secretary VII and Neighborhood Code Enforcement Case Systems Manager;

WHEREAS, Section 40.02 of the City Code authorizes the City Council to declare a position "Confidential".

WHEREAS, Section 3. of the 1993 Salary Ordinance included a scrivener's error under the Bicentennial Celebration Commission;

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That Section 3. of the 1993 Salary Ordinance (S-166-92) is amended to delete the following positions:

<u>LABOR GRADE</u>	<u>TITLE</u>
<u>Community & Economic Development</u>	

14	Assistant to the Director
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7	Secretary VII
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SECTION 2. That Section 3. of the 1993 Salary Ordinance (S-166-92) is amended to add the following positions:

LABOR GRADE TITLE

Community & Economic Development

14	Community Development Projects Administrator
12	Community Development Specialist
9	Administrative Assistant
8	Assistant Loan Processor

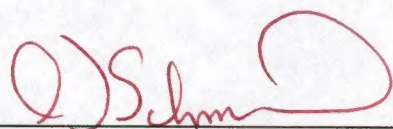
SECTION 3. That Section 3. of the 1993 Salary Ordinance (S-166-92) is amended to change the labor grade of the following positions:

<u>OLD LABOR GRADE</u>	<u>NEW LABOR GRADE</u>	<u>TITLE</u>
<u>Community & Economic Development</u>		
12	13	Case Systems Manager

**Office of the Mayor
Bicentennial Celebration Commission**

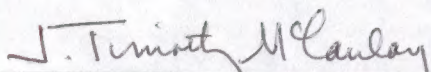
8	5	Executive Secretary
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SECTION 4. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.



Council Member

APPROVED AS TO
FORM AND LEGALITY



J. Timothy McCaulay, City Attorney

Read the first time in full and on motion by Delmuth, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on Justice (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Common Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on Tuesday, the 23rd, day of March, 19 93, at 7:00 o'clock P.M., E.S.T.

DATED: 3-9-93

Sandra E. Kennedy

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Delmuth, seconded by _____, and duly adopted, placed on its passage. PASSED ~~lost~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>7</u>	<u>1</u>		<u>1</u>
BRADBURY				<u>✓</u>
EDMONDS		<u>✓</u>		
GiaQUINTA	<u>✓</u>			
HENRY	<u>✓</u>			
LONG	<u>✓</u>			
LUNSEY	<u>✓</u>			
RAVINE	<u>✓</u>			
SCHMIDT	<u>✓</u>			
TALARICO	<u>✓</u>			

DATED: 3-23-93

Sandra E. Kennedy

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING) ORDINANCE RESOLUTION NO. 8-12-93 on the 23rd day of March, 19 93

ATTEST:

(SEAL)

Sandra E. Kennedy

SANDRA E. KENNEDY, CITY CLERK

Mark P. GiaQuinta

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 24th day of March, 19 93, at the hour of 11:30 o'clock A.M., E.S.T.

Sandra E. Kennedy

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 26th day of March, 19 93, at the hour of 3:00 o'clock PM M., E.S.T.

PAUL HELMKE
PAUL HELMKE, MAYOR



Office of the Mayor

Paul Helmke, Mayor

MEMORANDUM

TO: City Council

FROM: Greg Purcell, Chief of Staff

DATE: March 9, 1993

SUBJECT: Amendments to the 1993 Salary Ordinance

93-03-05

As a result of internal reorganization efforts and job description revision/review, the following amendments to the 1993 Salary Ordinance are proposed.

1) Community Development Projects (C&ED)

In order to better monitor federal community development and housing programs, the Division of Community and Economic Development is proposing a minor reorganization. A new office, the Community Development Projects Office, would be responsible for all administrative functions associated with the Community Development Block Grant and HOME programs, as well as special grants that the City receives from time to time. The many reporting and monitoring functions are currently spread among a number of C&ED departments with the result being ineffective communication and indirect management of several million dollars each year.

This reorganization will be accomplished with the following changes:

- *Create Community Development Projects Administrator position
- *Eliminate the Assistant to the Director position
- *Create Community Development Specialist position
- *Eliminate one Neighborhood Planner I position

These changes are all funded by the Community Development Block Grant and will have no impact on the Civil City budget. No union contracts are affected by these changes. Council approval will allow us to improve administration of CDBG and HOME funds, which have a significant impact upon the operations of the overall division.

2) Labor Grade Changes (C&ED)

The job description for the Neighborhood Code Enforcement Case Systems Manager was re-evaluated by the Personnel Department in 1991; however, no action was taken to implement an upgrade in accordance with that re-evaluation. The upgrade of the position from a LG 12 to LG 13 is the first step in equalizing supervisory positions in the department, and will incorporate the expanded duties within this position. The Salary Review Committee has approved this change.

The HANDS Secretary VII position (LG 7) has gradually been incorporating expanded duties over the last several years. The job description was revised to include those expanded duties, and upon re-evaluation, was found to be rated at a higher labor grade (LG 9). To reflect the true responsibilities of the position, we recommend a change in title to "Administrative Assistant". The Salary Review Committee has approved these changes.

3) HANDS Assistant Loan Processor (C&ED)

Duties within the Assistant Loan Processor job description were reviewed and revised to more accurately reflect their complexity and the confidential nature of the daily tasks. The position functions in a personal secretary capacity to management staff within the department, and has access to confidential information. For these reasons, the position should be defined as "confidential" under Section 40.02 of the City Code.

4) Bicentennial Celebration Secretary V

The labor grade for the above referenced position was changed from LG 8 to LG 5 in the 1992 Salary Ordinance. Due to scrivener's error, the labor grade appeared as an "8" in the 1993 Ordinance. Section 3. of the attached ordinance will correct that error.

As the above actions have been approved by the Salary Ordinance Committee (where applicable), and staff recommends passage of the attached ordinance.

GP/gb

DIGEST SHEET

TITLE OF ORDINANCE GENERAL ORDINANCE

DEPARTMENT REQUESTING ORDINANCE MAYOR'S OFFICE

SYNOPSIS OF ORDINANCE A. ADDS TO THE SALARY ORDINANCE: 1. COMMUNITY DEVELOPMENT PROJECTS ADMINISTRATOR; AND 2. COMMUNITY DEVELOPMENT SPECIALIST.

Chairman (1 letter)

B. JOB DESCRIPTIONS RE-EVALUATED - UPGRADE:

1. NEIGHBORHOOD CODE ENFORCEMENT CASE SYSTEMS MANAGER - LG 13;

2. HANDS SECRETARY VII TO ADMINISTRATIVE ASSISTANT - LG 9.

3. HANDS ASSISTANT LOAN PROCESSOR CLASSIFIED "CONFIDENTIAL" - LG

8.

C. BICENTENNIAL CELEBRATION SECRETARY V - CORRECT LG - 5

EFFECT OF PASSAGE POSITIONS CAN BE ADDED TO THE SALARY

ORDINANCE/LABOR GRADE CHANGES CAN BE MADE.

EFFECT OF NON-PASSAGE POSITIONS CANNOT BE ADDED TO THE SALARY

ORDINANCE/LABOR GRADE CHANGES CANNOT BE MADE.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) _____

ASSIGNED TO COMMITTEE (PRESIDENT) _____

8-93-03-05

ARCHIE L. LUNSEY & DONALD J. SCHMIDT - CO-CHAIRPERSONS
HENRY, EDMONDS, LONG

REFERRED AN (ORDINANCE) (~~RESOLUTION~~) amending the 1993
Salary Ordinance, AND declaring a new position "CONFIDENTIAL"

HAVE HAD SAID (ORDINANCE) (RESOLUTION) UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) (RESOLUTION) _____

NO REC

[Handwritten signature]

CR Edwards

2-22-93

Sandra E. Kennedy
City Clerk